

MINUTES
Board of Directors
Durham Convention & Visitors Bureau
Tuesday, December 19, 2000

Present

Ron Hunter
Barbara Smith
Rosemarie Kitchin
E'Vonne Coleman
Reyn Bowman
Shelly Green
Thomas Devine

Absent

Jack Bond
Tom Niemann
Mary Jacobs

At 4:45 p.m., Chairman Ron Hunter called the meeting to order. Mary Jacobs was excused due to travel/weather and Jack Bond for business. The following actions were taken:

- Voted to approve the Minutes of October 24, 2000.
- Updated on the prepared food tax, new theater proposal and ADF
- Reviewed documents related to a law suit by a Chapel Hill resident against the Super 8 Motel, Durham Police Department, Durham Detention Center and DCVB.
- Voted to accept the Financial Status Reports as of October 31 and November 30, 2000.
- Voted to authorize management to enter into an agreement with Ntrnet through January 2002 to extensively upgrade web site technology with \$20,000 at the point of contract in February and \$11,500 monthly.
- Voted a resolution to open safe deposit boxes for nightly computer back ups.
- Voted to appoint Thomas Devine, Senior VP Operations as Assistant Secretary with the authority to co-sign with Reyn Bowman, President & Chief Executive Officer to open depository accounts. After first getting telephone clearance from the Secretary/Treasurer and with a follow up report at the next regular Board of Directors meeting. Contingent on existing policies requiring statements to be reconciled off-site by a third party, separate date-stamping of all invoices, multiple signatures for purchase orders, check requests and monthly review of the General Ledger by the Secretary/Treasurer.
- Voted to recommend Tom Krakauer for reappointment to a second term representing Features/Entertainment on the Durham Visitor Sector Advisory Board.

- Voted to encourage the President & CEO to stress diversity during enlistments to fill Advisory Board vacancies and for the Board to reconsider the role of the Advisory Board at future strategic planning sessions.
- Reviewed and discussed the President's Report.

At 6:15 p.m., Chairman Hunter adjourned the meeting.

Respectfully Submitted

Rosemarie Kitchin
Secretary/Treasurer